

3 MAR 1971

MEMORANDUM FOR: Deputy Director for Support

**SUBJECT : National Civil Service League Career Service
Awards -- Dr. R. Jack Smith**

1. This memorandum is for information only.
2. A dinner honoring the winners of the National Civil Service League (NCSL) Career Service Awards will take place at 7:30 p.m. Friday, 23 April 1971, at the Washington Hilton Hotel. It will be preceded by a reception and cash bar at 6:30 p.m.
3. The NCSL this year, as in previous years, is expecting a large attendance at the awards ceremony. While no quotas have been established, it is hoped that we will equal or surpass last year's participation of 120.
4. Using last year's experience in part as a guide, we propose that the following action be taken both to publicize Dr. Smith's award and to encourage Agency employees to honor Dr. Smith by attending the awards ceremony.
 - a. The Director be asked by you to discuss the awards dinner at his Morning Meeting. I will send memoranda to the Executive Director-Comptroller and each of the Deputy Directors urging their prompt indication of reservations desired. We will also ask them to select an individual to be responsible for coordinating ticket reservations with a representative of this Office. Reservation forms will be distributed to the individuals designated to assist in the Directorates. We will be in touch directly with Dr. Smith as soon as possible concerning invitations he may wish to make to his non-Agency friends.
 - b. Announcements be made at all Senior Staff Meetings.

c. A notice be sent to all employees announcing Dr. Smith's selection as an award winner this year and pertinent information concerning his achievements (draft attached).

d. Appropriate posters with a picture of Dr. Smith be displayed on all bulletin boards. We will arrange for a suitable poster to be prepared.

e. A main entrance display as was done last year.

5. The NCSL has requested a 30-second 16mm film be taken of each awardee which will be shown at the banquet. Agencies may make their own arrangements to have winners filmed. In addition, however, the Motion Picture Service, Department of Agriculture, will provide this service at a cost of \$375 and we propose to use this source. The filming must be completed by 5 April 1971 which poses somewhat of a timing problem since Dr. Smith is not due back from TDY until 22 March 1971. We plan to make an appointment for filming during the week of 21 March.

6. Attached for your review is a statement for the Director's use should he decide to discuss Dr. Smith's award at a Morning Meeting.

/s/ Harry B. Fisher

Harry B. Fisher
Director of Personnel

Atts

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OP/BSD/[]:jas (2 March 1971)

STATINTL

DRAFT

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HEADQUARTERS EMPLOYEE BULLETIN

**NATIONAL CIVIL SERVICE LEAGUE
CAREER SERVICE AWARDS**

1. Dr. R. Jack Smith, Deputy Director for Intelligence, has been selected for one of the ten awards granted by the National Civil Service League for 1971. In nominating Dr. Smith, the Director of Central Intelligence said in part, "During a quarter-century of selfless service to the ever-expanding requirements of our government, Dr. Smith has compiled a record of achievements that combined represent an unexcelled contribution to the maintenance of our national security. Creative innovator, wise advocate and consummate analyst, Dr. Smith set enduring standards by his own performance and so became one of those rare few of whom it may be said that he created in his own time a functioning memorial to his own superlative qualities and professional dedication." Dr. Smith will receive his award at the League's banquet on 23 April at the Washington Hilton Hotel.

2. The National Civil Service League's Career Service Awards Program was initiated in 1955 to strengthen the public service by bringing national recognition to significant careers in the Federal service. Each year the League grants awards to ten Federal career employees who exemplify in an outstanding manner the primary characteristics of the career service. The winners are honored at an awards banquet and each receives \$1000, a citation, and a gold watch.

3. The Central Intelligence Agency has been singularly honored by the National Civil Service League. Agency employees have now received a League award in eight of the seventeen years since the program was initiated.

DISTRIBUTION: ALL EMPLOYEES

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NATIONAL CIVIL SERVICE LEAGUE
CAREER SERVICE AWARDS

Agency Winner	Dr. R. Jack Smith
Presentation	Dinner -- Washington Hilton Hotel
Date and Time	Friday, 23 April 1971 Cash Bar & Reception -- 6:30 p.m. Dinner -- 7:30 p.m.
Cost	Government Employees and their families -- \$15 per ticket. Non-Government attendees -- \$25 per ticket.
Dress	Semi-formal Men -- business suits Women -- cocktail dresses
Reservations	Reservations may be made for individual seating as well as tables for ten and should be submitted by 9 April 1971. The Office of Personnel will be the focal point with the Deputy Directors and Heads of Independent Offices each designating an individual to assist in their area.
Attendance	Quotas have not been established but a large turnout is certainly desired.